

# **California Department of Corrections and Rehabilitation**

## **Office of Audits and Compliance**




## **Operational Peer Review**

### **Golden State Community Correctional Facility**

**July 7 through July 11, 2008**

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## **Review of Community Correctional Facilities**

### **Golden State Community Modified Correctional Facility**

#### **INTRODUCTON**

This program review of Modified Community Correctional Facilities (MCCF) operations was conducted at Golden State MCCF by the Compliance/Peer Review Branch, Office of Audits and Compliance (OAC), during the period of July 7-11, 2008. The OAC team utilized the California Penal Code (PC), California Code of Regulations (CCR), Title 15, California Department of Corrections and Rehabilitation (CDCR) Department Operations Manual (DOM), Community Correctional Facilities (CCF) Financial Management Handbook (FMH), and the CCF Statement of Work, as the primary sources of operational standards.

This review was conducted by Michael Brown, Correctional Lieutenant; Tony Alleva, Facility Captain; Mark Perkins, Facility Captain; Al Sisneros, Correctional Lieutenant; Chuck Lester, Correctional Lieutenant; Dave Stark, Correctional Counselor (CC) II; and Nancy Fitzpatrick, Associate Government Program Analyst, of the OAC.

The review consisted of on-site inspection, interviews with staff and inmates, audits of procedures, other documentation, and observation of Facility operations.

The purpose of the OAC's review is one of overall analysis and evaluation of the Facility's compliance with the terms and conditions of State regulations, departmental policy, and contract agreement.

Each area was reviewed by a minimum of two primary reviewers and cross-verified by other members of the team as possible. Overall findings presented in the attached report represent the consensus of the entire OAC team.

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**REVIEW SCOPE AND METHODOLOGY**

The OAC conducted an on-site review at Golden State MCCF during the period of July 7-11, 2008. The purpose of this review was to assess the level of compliance with the terms and conditions of State regulations, departmental policy, and contract agreement. This review and the attached findings represent the formal review of Golden State MCCF's compliance by the OAC.

The scope and methodology of this review was based upon written review procedures developed by the OAC and provided to Golden State MCCF staff in advance of the review.

Random sampling techniques were employed as an intrinsic part of the review process.

For the purposes of this review, members of the team toured the Facility. Inspections were conducted in housing, food service, medical, and [REDACTED]. Randomly selected inmates were informally interviewed based upon their interest and willingness to talk to the reviewers.

Throughout the tour, on-duty contractor and departmental staff at all levels (medical, parole, management and administrative, and custody) were interviewed regarding current practices.

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**EXECUTIVE SUMMARY**

During this formal review of the Facility's compliance with the terms and conditions of State regulations, departmental policy, and contract agreement at Golden State MCCF, the Facility was found to be in compliance with 80 (99 percent) of the 81 ratable areas. One standard was found not ratable during this review.

One area of concern was found as follows:

- **Post Orders.** Golden State MCCF has 60 posts with 87 staff assigned to these posts requiring 144 signatures. Of the 144 required signatures, 118 (82 percent) were present.

A complete description of these finding areas may be found in the narrative section of this report.

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**SUMMARY CHART**

The following chart represents individual review findings in relation to the CCR, Title 15, DOM, PC, and contract agreement.

Each of the items is rated as to whether or not the institution is in compliance. The chart utilizes the following symbols to denote compliance ratings:

<b>SYMBOL</b>	<b>DEFINITION</b>
<b>Compliance (C)</b>	The requirement is being met.
<b>Partial Compliance (P/C)</b>	The institution is clearly attempting to meet the requirement, but significant discrepancies currently exist.
<b>Noncompliance (N/C)</b>	The institution is clearly not meeting the requirement.
<b>Not Ratable (N/R)</b>	No measurable instances.

At the end of the chart is a Statistical Summary of Review Findings. This summary presents a mathematical breakdown of compliance by total items and percentages (%).

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**SUMMARY CHART**

REVIEW STANDARD	REVIEW FINDING 8/06	REVIEW FINDING 7/08	PAGE NO.
<b>I. ADMINISTRATION</b>			
A) Operations Manual	C	C	
B) Restricted Operational Procedures	C	C	
C) Program Cost Reports	C	C	
<b>II. PERSONNEL</b>			
A) Master Staffing Plan	C	C	
B) Position Changes	N/R	N/R	
C) Job Descriptions and Duty Statements	C	C	
D) Post Orders	C	C	
1. Staff Sign Acknowledgment Sheet	P/C	P/C	
E) Background Investigation	C	C	
F) Personnel Policies	C	C	
<b>III. TRAINING</b>			
A) Training Policy	C	C	
B) Training Records	C	C	
C) Training Audits	C	C	
<b>IV. CLASSIFICATION</b>			
A) Operational Plan	C	C	
B) Composition	C	C	
C) Initial Classification	C	C	
D) Documentation	C	C	

REVIEW STANDARD	REVIEW FINDING 8/06	REVIEW FINDING 7/08	PAGE NO.
<b>V. PROGRAMS</b>			
A) IWTIP	P/C	C	
B) Pre-Release	C	C	
C) Educational Programs	C	C	
1. Adult Basic Education (ABE)	C	C	
2. Educational Programs	C	C	
D) Religious Programs	C	C	
E) Library Services	C	C	
F) Visiting	C	C	
G) Canteen	C	C	
H) Recreation Programs	C	C	
I) Medical Services	C	C	
1. Health Records	C	C	
<b>VI. DISCIPLINE</b>			
A) Policy	C	C	
B) Disciplinary Actions	C	C	
C) Documentation	C	C	
D) Classification of Rule Violations	C	C	
E) Authority	C	C	
F) Records of Disciplinary Matters	C	C	
<b>VII. RECORDS</b>			
A) Inmate Files	C	C	
B) File Security	C	C	
C) Release of Information	C	C	
D) Daily Movement Sheets (DMS)	C	C	





REVIEW STANDARD	REVIEW FINDING 8/06	REVIEW FINDING 7/08	PAGE NO.
<b>X. SAFETY</b>			
A) Fire Safety	C	C	
1. Fire Drills	C	C	
2. Annual Inspection	C	C	
B) Hazardous Material	C	C	
<b>XI. GENERAL</b>			
A) New Arrivals	C	C	
B) Hygiene	C	C	
C) Inmate Telephones	C	C	
D) Inmate Mail	C	C	
E) Inmate Access to Computers	C	C	
F) Security Areas	C	C	
G) Housekeeping and Maintenance	C	C	
<b>XII. FOOD SERVICES</b>			
A) Meals	C	C	
B) Special Diets	C	C	
C) Meal Samples	C	C	
D) Inmate Workers	C	C	
E) Health Codes	C	C	
F) Dry Storage	C	C	
G) Refrigeration	C	C	
H) Vector Control	C	C	
<b>XIII. DEPARTMENTAL/FACILITY INTERCOMMUNICATION</b>			
A) Hub Institutions	C	C	
B) Mutual Aid	C	C	

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**COMPARATIVE STATISTICAL SUMMARY CHART**

**AUGUST 2006—JULY 2008 REVIEW FINDINGS**

<b>RATING</b>	<b>TOTAL 8/06</b>	<b>RATING % 8/06</b>	<b>TOTAL 7/08</b>	<b>RATING % 7/08</b>
<b>COMPLIANCE</b>	78	96%	<b>80</b>	<b>99%</b>
<b>PARTIAL COMPLIANCE</b>	3	4%	<b>1</b>	<b>1%</b>
<b>NONCOMPLIANCE</b>	0		<b>0</b>	
<b>NOT RATABLE</b>	1		<b>1</b>	
<b>TOTAL</b>	82	100%	<b>82</b>	<b>100%</b>

**Review of Community Correctional Facilities**  
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**SUMMARY OF FACILITY REVIEWED**

Golden State MCCF is a 640 bed private Facility located in the City of McFarland, Kern County, California. The Facility is managed by The Geo Group, Inc. At the time of this review, the population of Golden State MCCF was 584 inmates under the jurisdiction of CDCR.

**I. ADMINISTRATION**

- A. **Operations Manual.** The contractor maintains a current operations manual summarizing approved methods of implementing CDCR policies, which provides details for daily operation of the program. The manual has been submitted and approved by CDCR on an annual basis.  
**(Authority: CCR, Section 3380; Statement of Work, Contractor Authority and Responsibilities-Public, page 2B; and Private, pages 3A and 3B.)**

**FINDING**

**COMPLIANCE**

The OAC team examined Golden State MCCF's current Policy and Procedures Manual (PPM) and interviewed staff.

The review revealed that the Facility maintains current policies and procedures that outline the operations of the Facility. Golden State MCCF's policies were revised as of January 1, 2008, and have been approved by CDCR.

- B. **Restricted Operational Procedures.** The contractor, when establishing written policies and procedures in accordance with DOM, Section 5000, will maintain such policies and procedures as “Confidential” and “Restricted.”

Confidential and restricted information will not be made available to inmates.

Such procedures shall include but are not limited to:

Emergency Operations;  
Key/Locking Devices;  
Job Action Contingency Plan;  
Escape Pursuit Plan;  
Prisoner Transportation; and  
Gang Management.

**(Authority: DOM, Section 55000; Statement of Work, Contractor Authority and Responsibilities-Public, page 2B; and Private, pages 3B, 11, and 12.)**

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF’s current PPM and interviewed staff.

The review revealed that the Facility maintains confidential and restricted procedures that are kept under lock and key by management personnel and are unavailable to the inmate population. As required, these procedures include emergency operations, 3.A.08.A; key/locking devices, 3.A.09; job action contingency plan, 3.B.04.A; escape pursuit plan, 3.B.04.E; prisoner transportation, 3.E. 10; and gang management, 3.E.11.

- C. **Program Cost Reports.** The contractor has submitted the required quarterly and annual program cost reports to the Community Correctional Facility Administration (CCFA).

**(Authority: FMH, Financial Management of Funds, Public, page 8 III-A; and Private, page 12D.)**

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's quarterly and annual program cost reports and interviewed staff.

The review revealed that Golden State MCCF submitted to CCFA both quarterly reports for fiscal year 2007/2008 and the annual report submitted on September 19, 2007, by the Controller, The Geo Group, Inc.

## **II. PERSONNEL**

- A. **Master Staffing Plan.** The contractor maintains a master staffing plan that includes administrative as well as posted positions and reflects corresponding position numbers.

**(Authority: FMH, Accounting System/Financial Records, Allowable Costs, Personnel Costs-Public, page 3D; and Private, page 8D.)**

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's master staffing plan and interviewed staff.

The review revealed that a master staffing plan, which includes administrative as well as posted positions and reflects corresponding position numbers, is maintained by the Golden State MCCF.

- B. **Position Changes.** Any changes to classification, function responsibility or post assignment are accompanied by an approved "Change of Established Positions" form and an approved "Post Assignment Schedule Summary" and "Post Assignment Detail" when it affects posted positions.
- (Authority: FMH, Accounting System/Financial Records, Allowable Costs, Personnel Costs-Public, page 3D; and Private, page 8D.)**

## **FINDING**

### **NOT RATABLE**

Golden State MCCF has not requested any changes to previously approved established positions since the previous review in January 2002.

- C. **Job Descriptions and Duty Statements.** The contractor maintains current job descriptions and duty statements for staff paid through the CDCR contract.  
(Authority: FMH, Accounting System/Financial Records, Allowable Costs, Personnel Costs-Public, page 3D; and Private, page 8D.)

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's current job descriptions and duty statements and interviewed staff.

The review revealed that job descriptions and duty statements for staff are maintained in Golden State MCCF's personnel office. These duty statements and job descriptions have been appropriately signed by the Facility Administrator and reviewed by the CDCR Captain. Facility practice is consistent with the job descriptions and duty statements.

- D. **Post Orders.** The contractor provides post orders, on the post, for security staff.  
(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 3; Private, page 3B; DOM, Section 51040.6. Reference: PC, Section 5058, FMH-Public, page 3D; and Private, page 8D.)

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's post orders and interviewed staff.

Golden State MCCF's post orders are current and are reviewed annually by the Facility Administrator and CDCR Captain.

1. Each custody staff member assigned to a post for the first time shall be provided with a copy of the appropriate post order upon assuming the post. The staff member has signed the acknowledgment sheet of the post orders on their assigned work site confirming the reading and understanding of duties for the post.  
(Authority: DOM, Section 51040.6.1. Reference: PC, Section 5058; and FMH-Private, page 8D.)

## **FINDING**

### **PARTIAL COMPLIANCE**

The OAC team examined Golden State MCCF's post orders and interviewed staff.

Current post orders, with acknowledgment sheets, are kept on site as required. However, many staff have not signed the acknowledgment sheet confirming the reading and understanding of the duties for the post. Golden State MCCF has 60 posts with 87 staff assigned to these posts requiring 144 signatures. Of the 144 required signatures, 118 (82 percent) were present.



- E. **Background Investigations.** Security personnel will complete a CDCR background investigation at private Facilities. A CDCR-approved background investigation will be completed for security personnel at public Facilities. A CDCR background investigation will be conducted for personnel at private Facilities. Personnel records will document that the staff member “passed” the background process.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 6; Private, pages 1, 2, and 3; and FMH-Private, page 8D.)**

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF’s personnel records and interviewed staff.

The review revealed all security personnel assigned to Golden State MCCF undergo a CDCR background investigation. The OAC team examined the personnel files of Golden State MCCF staff. Each file reviewed contained the CDCR Background Unit’s clearance and/or a provisional clearance by CDCR. Provisional clearance is given pending the completion of the formal background investigation by CDCR. The OAC team notes that each staff member, security or nonsecurity, undergoes this background process.

- F. **Personnel Policies.** The contractor shall establish and maintain personnel policies that address but are not limited to:

Fraternization;  
Overfamiliarity;  
Ex-Felon Employment;  
Nepotism; and  
Employee Grievance and Appeal Process.

**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, pages 3C and 4; and Private, page 8D.)**

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's personnel policies and interviewed staff.

The review revealed that Golden State MCCF maintains a current policy on fraternization, 1.C.13; overfamiliarity, 1.C.13; ex-felon employment, 1.C.04; nepotism, 1.C.01.A; and employee grievance and appeal process, 1.C.18. Facility practice is consistent with these policies.

### **III. TRAINING**

- A. **Training Policy.** The Facility maintains a current approved training policy that delineates training requirements for staff and meets the requirements of the California Board of Corrections (BOC) and/or CDCR.  
(Authority: Statement of Work, Contractor Authority and Responsibilities; CDCR/BOC Agreement-Public, page 6D; and Private, page 6D.)

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's current training policy and interviewed staff.

The review revealed Golden State MCCF has an established current training policy, 1.D.05, which has been approved by the BOC. Facility practice is consistent with this policy.

- B. **Training Records.** The Facility maintains training records for all custody/security staff.  
(Authority: Statement of Work, Contractor Authority and Responsibilities; CDCR/BOC Agreement-Public, page 6D; and Private, pages 6D and 7.)

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's training records and interviewed staff.

The review revealed that Golden State MCCF maintains training records for all custody/security staff assigned to the Facility.

- C. **Training Audits.** The Facility is in compliance with the annual training requirements of the BOC.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities; CDCR/BOC Agreement -Public, page 6D; and Private, page 6D.)**

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's current training records and interviewed staff.

The OAC team randomly selected 10 training records of staff assigned to Golden State MCCF. Each of these 10 employees are required to complete 2 classes (CDCR Orientation and Basic Correctional Officer Certification). Each (100 percent) of the 20 required classes had been taken.

#### IV. CLASSIFICATION

- A. **Operational Plan.** The Facility has established and follows an operational plan in accordance with DOM and the CCF Screening Handbook for the operation of classification services.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, pages 1, 2B, 3C, and 6E; and Private, page 1C.)**

#### **FINDING**

#### **COMPLIANCE**

The OAC team examined Golden State MCCF's operational plan and interviewed staff.

The review revealed that Golden State MCCF has a current policy, 4.B.01, in accordance with DOM for the classification of inmates housed within the Facility. Facility practice is consistent with this policy.

- B. **Composition.** Classification committees meet composition and quorum requirements of DOM, with initial Facility Classification Committee composed of:

Community Correctional Center Manager (Chairperson);  
Facility Captain (Alternate Chairperson);  
CC II (Recorder);  
Inmate Assignment/Program Coordinator;  
Educational or Vocational Program Representative; and  
Other members as appropriate.

**(Authority: CCR, Section 3376; DOM, Section 62010.8.2; Statement of Work, Contractor Authority and Responsibilities-Public, page 6E; Private, page 8; and PC, Section 5058.)**

## **FINDING**

### **COMPLIANCE**

The OAC team observed Golden State MCCF's classification committee and interviewed staff.

The review revealed that the composition of the classification committee consists of the Facility Captain, CC II, CC I, and two contract counselors.

- C. **Initial Classification.** Initial classification is held within 14 calendar days of the inmate's arrival to the Facility.  
**(Authority: DOM, Section 62010.8.3; Statement of Work, Contractor Authority and Responsibilities-Public, page 6E; and Private, page 8F.)**

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's policy and procedures and inmate field files, observed classification committee, and interviewed staff.

The review revealed that initial classification actions are conducted within 14 calendar days of the inmate's arrival to the Facility.

- D. **Documentation.** Results of committee actions are documented in a Classification Chrono (CDC 128-G). A copy of the CDC 128-G is given to the inmate and a copy is maintained in the inmate's field file.  
**(Authority: DOM, Section 62010.9.1; Statement of Work, Contractor Authority and Responsibilities-Public, page 6E; and Private, page 8F.)**

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's policy and procedures and inmate field files, observed classification committee, and interviewed staff and inmates.

The review revealed that a CDC 128-G is generated by the classification committee. A copy of this CDC 128-G is given to the inmate, upon request, and a copy is routed to the inmate's field file.

## **V. PROGRAMS**

- A. **IWTIP.** The Facility shall establish and maintain IWTIP positions for work assignments either within the Facility or outside the Facility.  
**(Authority: DOM, Section 53130; Statement of Work, Program Operations-Public, page 11C; and Private, page 16C.)**

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's unit documentation and interviewed staff and inmates.

The review revealed that Golden State MCCF has established and maintains IWTIP positions for work assignments within the Facility. There is a written job description for every position signed and dated by staff and inmates. This job description defines tasks to be performed and consequences of the failure to adhere to job requirements.

- B. **Pre-Release.** The Facility shall provide pre-release program services subject to budgeted resources. Pre-release curriculum meets the minimum content described in CDCR Policy.

**(Authority: DOM, Section 53090.6; Statement of Work, Program Operations, Public, page 11B; and Private, page 16B.)**

### **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's unit documentation and interviewed staff and inmates.

The review revealed that the Facility provides a pre-release program which meets the curriculum content described in CDCR policy. The Pre-Release/Lifeskills Training is a three-week program. Subjects covered include employability skills, communication skills, money management, community resources, family and social interactions, and parole resources.

- C. **Educational Programs.** Educational programs shall be managed by staff who meet the credential standards as set forth by the Commission on Teacher Credentialing.

**(Authority: DOM, Section 53090.1; Statement of Work, Program Operations, Public, page 14E; and Private, page 18E-#1.)**

### **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's personnel records and interviewed staff.

The review revealed that educational programs are managed by staff who meet credentialing standards.

1. The contractor shall ensure that inmates achieving less than a 6.0 grade level or with limited English proficiency are assigned to ABE or English as a second language (ESL) program in accordance with available resources.  
**(Authority: DOM, Section 53090; Statement of Work, Program Operations, Public, page 14E; and Private, page 18-#4.)**

### **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's unit documentation and interviewed staff and inmates.

The review revealed that inmates achieving less than a 6.0 grade level or with limited English proficiency are assigned to ABE or ESL Programs. Each program is designed to prepare the student to take the General Education Development examination. Upon completion of the 10-week course, students may make arrangements to take the examination.

2. Educational programs shall be conducted Monday through Friday year round, excluding State and national holidays for a minimum of six and a maximum of seven and one half hours per day.  
**(Authority: DOM, Section 53090.3.5; Statement of Work, Program Operations-Public, pages 2 and 14E-#3; and Private, page 18E-#6.)**

### **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's policies and procedures and interviewed staff.

The review revealed that educational programs are conducted Monday through Friday, year round, excluding State and national holidays, averaging six hours of classroom instruction per day.



- D. **Religious Programs.** The contractor shall establish a written procedure for voluntary participation in religious programs and shall make such information available to all inmates.

**(Authority: DOM, Section 53050; Statement of Work, Program Operations-Public, page 14F; and Private, page 19F.)**

### **FINDING**

#### **COMPLIANCE**

The OAC team examined Golden State MCCF's religious program procedures and interviewed staff and inmates.

The review revealed that Golden State MCCF maintains a current written procedure, 5.F.01, for voluntary participation in religious programs. Facility practice is consistent with this policy. Inmates are informed of religious instruction and services upon reception by Receiving and Release staff and receipt of the Inmate Orientation Manual. Religious services are available every Sunday, Tuesday, Wednesday, Friday, and Saturday with public address announcements made prior to the activity. The OAC team notes Golden State MCCF provides an extensive religious program encompassing a variety of faiths and activities, e.g., choir practice.

- E. **Library Services.** The contractor shall provide an inmate library in the Facility with accessibility to the inmates for a minimum of 30 hours a week. When law library facilities are required, the Facility provides transportation to the CDCR hub institution.

**(Authority: DOM, Section 53060; Statement of Work, Program Operations-Public, page 14G; and Private, page 20G.)**

### **FINDING**

#### **COMPLIANCE**

The OAC team toured the inmate library and interviewed staff and inmates.

The review revealed that Golden State MCCF provides an inmate library with accessibility to the inmates for a minimum of 30 hours per week. When law library facilities are required, CDCR staff are coordinating appointments for inmates to access the law library at the CDCR hub institution, North Kern State Prison (NKSP), in a timely manner.

- F. **Visiting.** The contractor shall establish written procedures for the administration and operation of a visiting program consistent with CDCR policy.  
(Authority: CCR, Section 3170; DOM Section 54020; Statement of Work, Program Operations-Public, page 15H; and Private, page 20-#1.)

### **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's visiting procedures and interviewed staff and inmates.

The review revealed that Golden State MCCF maintains a current written procedure, 5.D.03, for the administration and operation of a visiting program consistent with CDCR policy. Facility practice is consistent with this policy. Visiting is scheduled Saturdays, Sundays, and holidays from 0900-1500. Attorney/client visits are scheduled, by appointment, on weekdays per policy.

- G. **Canteen.** The contractor shall establish an inmate canteen program and written operating procedures in compliance with CDCR policy.  
(Authority: CCR, Sections 3090-3095; DOM, Section 54070; Statement of Work, Program Operations-Public, page 16I; and Private, page 21I.)

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's canteen procedures, toured the canteen, and interviewed staff and inmates.

The review revealed that Golden State MCCF has established an inmate canteen program and written operating procedures, 1.B.10, in compliance with CDCR policy. Facility practice is consistent with this policy. Inmates may purchase canteen items weekly and the canteen provides an extensive selection of items of interest to racial/ethnic groups. Upon purchase of canteen items, inmates receive an updated statement of account reflecting current account activity.

- H. **Recreation Programs.** The contractor shall provide a recreational and physical education program that maximizes voluntary participation under safe, secure, and healthful conditions to promote physical fitness and relaxation.  
**(Authority: CCR, Section 3220; DOM, Section 53070; Statement of Work, Program Operations-Public, page 16K; and Private, page 22J.)**

## **FINDING**

### **COMPLIANCE**

The OAC team toured Golden State MCCF's exercise yards and interviewed staff and inmates.

The review revealed that Golden State MCCF has an established recreational and physical education program. Golden State MCCF has adequate indoor recreation items, e.g., television, table games, etc. The outdoor recreation area is equipped with such items as basketball hoops, chinning bar, etc. Recreation equipment is maintained in a safe and usable manner. The recreation area was found to be well lit and properly maintained. Recreation periods are announced over a public address system in addition to the hours and rules being posted for the use of recreation area and equipment.

- I. **Medical Services.** The contractor shall develop and implement written procedures for routine sick call and emergency medical and/or dental services.

**(Authority: DOM, Section 54050; Statement of Work, Program Operations-Public, page 11A; and Private, page 22K.)**

### **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's medical and dental procedures, toured the health services area, and interviewed staff.

The review revealed that Golden State MCCF has developed and implemented written procedures, 4.E.02, for routine sick call and emergency medical and/or dental services. Facility practice is consistent with this policy. Inmates submit sick call slips for routine medical services and requests are handled expeditiously. Medical emergencies are handled through the hub institution, North Kern State Prison (NKSP) or Delano Regional Medical Center, as deemed necessary. Routine dental appointments are scheduled with NKSP and dental emergencies are treated in the same manner as a medical emergency.

1. The contractor shall maintain current and confidential health records in a secure location.

**(Authority: DOM, Sections 54046; Statement of Work, Program Operations-Public, page 11A; and Private, page 22K.)**

### **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's medical records, toured the health services area, and interviewed staff.

The review revealed that Golden State MCCF maintains inmate health records within a locked file cabinet in a locked office. The Registered Nurse (RN) retains the keys to both the office and the file cabinet. At the end of the RN's shift, the keys are given to the Watch Commander for necessary access.

## **VI. DISCIPLINE**

- A. **Policy.** The contractor shall develop an inmate disciplinary plan, which meets the requirements of CDCR's policy, due process, and specific time limits.  
**(Authority: DOM, Section 52080; CCR, Sections 3310-3326; Statement of Work, Contractor Authority and Responsibilities-Public, page 7G; and Private, page 8G.)**

### **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's inmate disciplinary plan and inmate field files and interviewed staff.

The review revealed that Golden State MCCF has an established inmate disciplinary plan, 3.C.01, which meets the requirements of CDCR policy, due process, and specific time limitations. Facility practice is consistent with this policy.

- B. **Disciplinary Actions.** The contractor staff shall initiate and participate in informal and formal disciplinary actions within the context of progressive disciplinary practices.  
**(Authority: CCR, Section 3312; DOM, Section 52080; Statement of Work, Contractor Authority and Responsibilities-Public, page 7G; and Private, page 8G.)**

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's disciplinary log, inmate field files, policy and procedures, and interviewed staff.

The review revealed that Golden State MCCF employs a progressive inmate disciplinary process which includes verbal counseling, Custodial Counseling Chrono, and a formal Report of Rules Violation (CDC 115).

- C. **Documentation.** The contractor shall have the responsibility of documenting negative behavior and writing initial charges in accordance with CDCR's policy and regulations.  
**(Authority: CCR, Section 3312; DOM, Section 52080; Statement of Work, Contractor Authority and Responsibilities-Public, page 7G; and Private, page 8G.)**

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's policy and procedures, inmate field files, and interviewed staff.

The review revealed that Golden State MCCF utilizes departmentally approved processes for documenting inmate negative behavior. This is accomplished through the utilization of Custodial Counseling Chronos and formal disciplinary reports.

- D. **Classification of Rule Violations.** CDCR staff shall determine the disciplinary action as administrative or serious in CDC 115 initiated within the CCF.  
**(Authority: CCR, Section 3313; DOM, Section 52080; Statement of Work, Contractor Authority and Responsibilities-Public, page, 7G; and Private, page 8G.)**

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's policy and procedures, inmate field files, and interviewed staff.

The review revealed that the CDCR staff (CC II) has the responsibility of classifying inmate disciplinary reports.

- E. **Authority.** The CDCR staff has the final authority in all formal disciplinary actions initiated within the CCF.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 7G; and Private, page 8G.)**

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's policy and procedures, inmate field files, and interviewed staff.

The review revealed that CDCR staff conduct disciplinary hearings for all serious and administrative violations. Adjudicated CDC 115s are forwarded to the Chief Disciplinary Hearing Officer (the CCF Administrator) for review and final signature.

- F. **Record of Disciplinary Matters.** The Facility maintains copies of all CDC 115s in a Register of Violations and, when appropriate, in the inmate's Facility case file.  
**(Authority: CCR, Section 3326; Statement of Work, Contractor Authority and Responsibilities-Public, pages 7G and 7H; and Private, page 8G.)**

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's policies and procedures and interviewed staff.

The review revealed that Golden State MCCF maintains copies of adjudicated CDC 115s and a Disciplinary Log Book. Log numbers are obtained from Parole and Community Services Division's Records Department when a disciplinary report is generated. The Correctional Lieutenant, in charge of the disciplinary process, records the approved log number on the disciplinary log.

## **VII. RECORDS**

- A. **Inmate Files.** There shall be a case file maintained on each inmate assigned to the CCF.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 7H; and Private, page 9I-#1.)**

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's inmate field files and interviewed CDCR staff.

The review revealed that the CCs I maintain, by caseload, a file on each inmate assigned to Golden State MCCF.

- B. **File Security.** All local case files shall be secured in a locked file cabinet marked "Authorized Personnel." Only authorized CDCR and contractor staff shall have access to these files.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 7H; and Private, page 9I-#1.)**



## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's inmate field files and interviewed CDCR staff.

The review revealed that each inmate field file is maintained, by caseload, within a locked file cabinet in a locked office. The CCs maintain access to these files and permit access only to CDCR staff. Information required by Golden State MCCF staff is accessed by the CC.

- C. **Release of Information.** The contractor shall have a written policy and procedures regarding confidentiality of individual case records, which address, at minimum, client access, staff access, and release of information. The policy will assure compliance with CDCR policy and the Information Practices Act.  
**(Authority: DOM, Section 13010.11; CCR, Section 3450; Statement of Work, Contractor Authority and Responsibilities-Public, page 2B; and Private, page 10-#4.)**

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's policies and procedures and interviewed CDCR staff.

The review revealed that Golden State MCCF's Policy 1.E.05, Release of Information, addresses the accessibility of inmate field files and the release of information therein.

- D. **The DMS.** The contractor shall submit a DMS to the CCFA Administrator to include information on CDCR inmates received or discharged.  
**(Authority: DOM, Section 52020; Statement of Work, Contractor Authority and Responsibilities-Public, page 11A; and Private, page 9-#2.)**

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's DMS and interviewed staff.

The review revealed that Golden State MCCF's staff prepares the DMS daily during First Watch. A copy of the DMS is transmitted, by facsimile, each morning to the CCFA by the Office Assistant assigned to the CDCR CCs. Records of the transmissions are maintained in the CC area.

## **VIII. APPEALS**

- A. **Forms.** The contractor shall ensure inmate appeal forms (CDC 602) are readily available to all inmates.  
(Authority: CCR, Section 3084; Statement of Work, Contractor Authority and Responsibilities-Public, page 6F; and Private, page 9H-1.)

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's appeal procedures, and interviewed staff and inmates.

The review revealed that Golden State MCCF has the CDC 602 available to all inmates. These forms are available in each dormitory and through contact with staff.

- B. **Informal Level.** The contractor staff shall respond to appeals at the informal level.  
(Authority: CCR, Section 3084; Statement of Work, Contractor Authority and Responsibilities-Public, page 6F; and Private, page 9H-#1.)

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's appeal procedures and documentation, and interviewed CDCR staff and inmates.

Documentation and interviews with staff and inmates revealed that there is a current appeals policy in place, 3.E.09, to address appeals at the informal level. Facility practice is consistent with this policy. Appeals related to CCF issues are assigned to the appropriate CCF staff member for investigation and response.

- C. **First Level.** CDCR staff shall audit or assign to appropriate contractor staff, inmate appeals at the first formal level.  
**(Authority: CCR, Section 3084; Statement of Work, Contractor Authority and Responsibilities-Public, page 6F; and Private, page 9H-#1.)**

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's appeal procedures and interviewed staff.

The review revealed that CDCR staff audit inmate appeals at the first formal level, responding in a timely manner.

- D. **Second Level.** The second level appeal shall be transmitted to CCFA for Audit by the CCFA Administrator or designee.  
**(Authority: CCR, Section 3084; Statement of Work, Contractor Authority and Responsibilities-Public, page 6F; and Private, page 9H-#1.)**

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's appeal procedures and interviewed staff.

The review revealed there is a tracking system in place to document that the second level appeal is transmitted to CCFA for audit by the CCFA.

- E. **Record of Appeals.** The contractor shall ensure that all appeals are filed in accordance with CCR, Sections 3084 through 3084.7.  
**(Authority: CCR, Section 3084; Statement of Work, Contractor Authority and Responsibilities-Public, page 6F; and Private, page 9H-#2.)**

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's record of appeals and interviewed staff.

The review revealed that Golden State MCCF ensures that all appeals are filed in accordance with the CCR. The Appeals Coordinator (CC II) collects the CDC 602s weekly, records them in an automated appeals log, and tracks the appeals through conclusion. Informal appeals are also included in this logging system.

- F. **CCR, Title 15.** CDCR shall ensure copies of CCR, Title 15, Division 3, in English and Spanish are available to the contractor for distribution to all inmates.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 11A; and Private, page 9H-#2.)**

## FINDING

## COMPLIANCE

**The OAC team toured the Facility and interviewed staff and inmates.**

The review revealed that CDCR provides Golden State MCCF with current copies of CCR, Title 15, Division 3, in English and Spanish which are available to the inmate population.

- G. **Training.** The contractor and CDCR shall provide ongoing appeals training to staff to ensure adherence and compliance with CCR, Sections 3084 through 3084.7.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 3C; and Private, page 9H-#2.)**

## FINDING

## COMPLIANCE

**The OAC team examined Golden State MCCF's training records and interviewed staff.**

The review revealed that CDCR staff provides appeals training to Golden State MCCF staff to ensure adherence and compliance with policy and procedure.

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## **X. SAFETY**

- A. **Fire Safety.** The contractor shall have a written policy and procedures, which specify the Facility's fire prevention regulations and practices to ensure the safety of staff, inmates, and visitors.  
**(Authority: DOM, Section 52090; Statement of Work, Contractor Authority and Responsibilities-Public, page 9J; and Private, page 12-#6.)**

### **FINDING**

#### **COMPLIANCE**

The OAC team examined Golden State MCCF's safety procedures and interviewed staff.

The review revealed that Golden State MCCF has current written procedures, 3.B.01, which specify the Facility's fire prevention regulations and practices to ensure the safety of staff, inmates, and visitors. These procedures were revised as of January 1, 2008. Facility practice is consistent with this policy.

1. The contractor shall conduct quarterly fire emergency drills under varied conditions and during hours when a majority of inmates are in the Facility.  
**(Authority: DOM, Section 52090; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A and 9J; and Private, page 12-#5.)**

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's safety procedures, reviewed the fire drill reports for the past four quarters, and interviewed staff.

The review revealed that Golden State MCCF conducts quarterly fire emergency drills under varied conditions and during the hours when the majority of the inmates are in the Facility. Each (100 percent) of the four required fire drills have been conducted.

2. The contractor shall have an annual inspection and clearance by local and State fire officials.  
**(Authority: DOM, Section 52090; Statement of Work, Contractor Authority and Responsibilities-Public, page 9J; and Private, page 12.)**

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's safety procedures and interviewed staff.

The review revealed that Golden State MCCF has a Fire Safety Inspection Report on file from the Office of the State Fire Marshal. This inspection was conducted on November 7, 2007.

- B. **Hazardous Material.** The contractor shall have written procedures in accordance with DOM, Section 52030, for the storage, accountability, handling, and dispensing of all volatile, toxic, or hazardous materials and substances.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 11A; and Private, page 12-#8, #9, and #10.)**

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's safety procedures and interviewed staff.

The review revealed that Golden State MCCF has current written procedures, 3.A.10, in accordance with DOM for the storage, accountability, handling, and dispensing of all volatile, toxic, or hazardous materials and substances. Facility practice is consistent with this policy. Hazardous materials are appropriately stored in locked closets.

## **XI GENERAL**

- A. **New Arrivals.** The contractor has established and maintains a written procedure for the issuance of clean usable clothing, bedding, linen, and towels for new arrivals with provisions for subsequent exchange or laundering on a weekly basis.  
**(Authority: CCR, Sections 3030 and 3031; DOM, Section 54090; Statement of Work, Contractor Authority and Responsibilities-Public, page 11A; and Private, page 10J.)**

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's policy and procedures and interviewed staff.

The review revealed that Golden State MCCF maintains a current written procedure, 4.D.05, which delineates the issuance of clothing, bedding, and linen for newly arriving inmates. Golden State MCCF's policy also directs for laundry exchange at least once a week. Facility practice is consistent with this policy.



- B. **Hygiene.** The contractor provides adequate, clean, and working shower, sink, and toilet facilities.  
**(Authority: CCR, Section 3060-3062: Statement of Work, Contractor Authority and Responsibilities-Public, page 1A; and Private, page 10J.)**

### **FINDING**

#### **COMPLIANCE**

The OAC team toured the Golden State MCCF and interviewed staff.

The review revealed that Golden State MCCF provides adequate, clean, and working shower, sink, and toilet facilities within each dormitory in the Facility.

- C. **Inmate Telephones.** The contractor has established and maintains written policy and procedure for the governing of telephones for use by inmates in the Facility. Inmates should be permitted reasonable access to telephones for personal and program-related purposes.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 8I; and Private, page 11- #8.)**

### **FINDING**

#### **COMPLIANCE**

The OAC team examined Golden State MCCF's telephone procedures and interviewed staff and inmates.

The review revealed that Golden State MCCF maintains procedure 5.D.02 governing the use of telephones for inmates. Inmates are provided access to telephones from reveille to lights out.

- D. **Inmate Mail.** The contractor has established and maintains written policy and procedures governing inmate mail, correspondence, legal items, and packages.

**(Authority: DOM, Section 54010; CCR, Section 3130; Statement of Work, Contractor Authority and Responsibilities-Public, pages 1A and 16J; and Private, page 15-#6.)**

### **FINDING**

#### **COMPLIANCE**

The OAC team examined Golden State MCCF's mail procedures and interviewed staff and inmates.

The review revealed that Golden State MCCF maintains current written procedures, 5.D.01, governing inmate mail, correspondence, legal items, and packages. Facility practice is consistent with this policy.

- E. **Inmate Access to Computers.** The contractor has established and maintains written policy and procedure governing inmate access to computers in accordance with CDCR policy.  
**(Authority: DOM, Section 49020.6.)**

### **FINDING**

#### **COMPLIANCE**

The OAC team examined Golden State MCCF's policies and procedures and interviewed staff.

The review revealed that inmates are assigned to and operate computers within the Facility. In addition, the Facility currently conducts a computer lab class as a part of the education program. Golden State MCCF maintains procedure 1.F.01.A, Computer Systems, outlining authorized computer access for inmates and authorized computer programs for use. It was noted that modems are utilized only in computers outside the security area with no inmate access. Facility practice is consistent with this policy.

- F. **Security Areas.** The contractor maintains, on site, a depiction of the Facility with the floor plan identifying the secure and non-secure areas, denoting the location of security post positions.

**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 1A; and Private, page 11-#9.)**

### **FINDING**

### **COMPLIANCE**

The OAC team toured the Facility and interviewed staff.

The review revealed that Golden State MCCF maintains a floor plan depiction of the Facility, which is kept in and is a part of the Restricted Policy Volume. This volume is maintained in strategic areas within the Facility under lock and key.

- G. **Housekeeping and Maintenance.** The contractor has a housekeeping and maintenance plan and maintains weekly inspection reports to ensure the Facility is clean and in good repair.

**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 8I; and Private, page 11-#7.)**

### **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's housekeeping and maintenance plan and interviewed staff.

The review revealed that Golden State MCCF maintains current written procedures, 2.A.03, Preventive Maintenance Program, for the preventative maintenance and inspection of the Facility and equipment. Facility practice is consistent with this policy. The Facility maintains weekly inspection reports and a record of repairs performed. A tour of the Facility found it to be extremely clean and well maintained.

## **XII. FOOD SERVICES**

- A. **Meals.** The contractor shall provide food services at the Facility that meet the nutritional standards consistent with DOM, Section 54080. Food service staff shall develop and follow menus approved by the CDCR Food Administrator or a State licensed dietitian.  
**(Authority: CCR, Section 3050; Statement of Work, Contractor Authority and Responsibilities-Public, page 9K; and Private, page 12M.)**

### **FINDING**

#### **COMPLIANCE**

The OAC team toured Golden State MCCF's main kitchen, examined menus, and interviewed staff and inmates.

The review revealed that Golden State MCCF has developed and follows menus approved by a State licensed dietitian. These menus are posted in administration and each dormitory. Golden State MCCF provides three hot meals per day to all inmates with the exception of outside work crews who receive sack lunches.

- B. **Special Diets.** The contractor shall provide for the special dietary needs of inmates. Any special menu/diet required to meet medical needs shall be approved by CDCR's medical personnel and provided by the contractor.  
**(Authority: CCR, Section 3054; DOM, Section 54080; Statement of Work, Contractor Authority and Responsibilities-Public, pages 1A and 9K; and Private, page 12M.)**

### **FINDING**

#### **COMPLIANCE**

The OAC team examined Golden State MCCF's special diet menus, toured the main kitchen, and interviewed staff and inmates.

The review revealed that Golden State MCCF can accommodate inmates with special dietary needs. These special diet menus have been approved by CDCR medical personnel.

- C. **Meal Samples.** The contractor shall retain refrigerated, covered, tagged, and dated samples of meals served for a minimum of 72 hours to determine what food items may be responsible in the event of alleged food poisoning or infection.

**(Authority: DOM, Section 54080.8; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A and 9K; and Private, page 12M.)**

### **FINDING**

#### **COMPLIANCE**

The OAC team toured Golden State MCCF's main kitchen and interviewed staff.

The review revealed that Golden State MCCF retains a refrigerated, covered, tagged, and dated sample of meals served for a minimum of 72 hours.

- D. **Inmate Workers.** The contractor shall ensure that each inmate culinary worker is medically cleared for food handling before assignment to food services. Medical clearance forms will be on file in the food service area.

**(Authority: CCR, Section 3052; DOM, Section 54080; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A and 9K; and Private, page 12M.)**

### **FINDING**

#### **COMPLIANCE**

The OAC team examined Golden State MCCF's inmate medical clearance forms and interviewed staff.

The review revealed that Golden State MCCF ensures each culinary worker is medically cleared before assignment to food services. This is done via the classification process and food handling clearance documentation maintained in the inmate's health record by the RN. If a change to the medical clearance status occurs, the RN notifies the kitchen staff and the inmate worker is removed from food handling assignments via procedures. Documentation is maintained in the food services area relative to an inmate worker's medical clearance.

- E. **Health Codes.** The contractor shall maintain a copy of the annual inspection regarding sanitation, safety and food handling practices, conducted by the Department of Health Services.  
**(Authority: CCR, Section 3052; DOM, Section 54080; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A and 9K; and Private, page 13-#5.)**

#### **FINDING**

#### **COMPLIANCE**

The OAC team examined Golden State MCCF's annual sanitation inspection and interviewed staff.

The review revealed that Kern County Environmental Services Department conducts an annual review and completes a Food Facility Inspection Report. A copy of this report is on file at Golden State MCCF.

- F. **Dry Storage.** Foods must be stored properly. Dry food and canned goods shall be properly stored in an appropriate storage area.  
**(Authority: CCR, Section 3052; DOM, Section 54080; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A and 9K; and Private, page 12M.)**

#### **FINDING**

#### **COMPLIANCE**

The OAC team toured Golden State MCCF's main kitchen and storage area and interviewed staff.

The review revealed that food items are properly stored. In addition, adequate controls are in effect for "hot" items, such as sugar. Yeast is not purchased as an additive at Golden State MCCF. Yeast is bought already mixed in flour.

- G. **Refrigeration.** Refrigeration and freezer equipment is monitored for proper temperatures and food items are properly stored to facilitate proper air circulation.  
(Authority: CCR, Section 3052; DOM, Section 54080; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A and 9K; and Private, page 12M.)

## **FINDING**

### **COMPLIANCE**

The OAC team toured Golden State MCCF's main kitchen and interviewed staff.

The review revealed there is a logging system in place to monitor refrigeration and freezer equipment. Food items are appropriately stored to facilitate proper air circulation.

- H. **Vector Control.** Control of vermin and pests is managed by contract with a licensed professional pest control company.  
(Authority: CCR, Section 3052; DOM, Section 54080; Statement of Work, Contractor Authority and Responsibilities-Public, pages 11A and 9K; and Private, page 12M.)

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's vector control contract and interviewed staff.

The review revealed that Golden State MCCF contracts with a licensed professional pest control agency, Act Now, to perform vector control services monthly. If immediate services are required, the licensed contractor responds in a timely manner.

### **XIII. DEPARTMENTAL—FACILITY INTERCOMMUNICATION**

- A. **Hub Institutions.** Identify the hub institutions that service this Facility for disciplinary, medical, law library, and emergency services.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 11A; and Private, page 22K.)**

## **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's medical, dental, disciplinary, and emergency procedures and interviewed staff.

The review revealed that the California Substance Abuse Treatment Facility and State Prison (SATF) is the emergency services hub and NKSP is the disciplinary, medical, and law library hub for Golden State MCCF.

Golden State MCCF staff members interviewed indicated that intercommunication between both prisons and their Facility facilitate the timely transportation and the retention of inmates for either disciplinary, medical, law library, and/or emergency services. CDCR's CCs provide all required documentation to facilitate the movement of inmates to the appropriate institution as necessary.



- B. **Mutual Aid.** The contractor has established mutual aid agreements with local and State law enforcement agencies.  
**(Authority: Statement of Work, Contractor Authority and Responsibilities-Public, page 1A; and Private, page 11L - #2.)**

### **FINDING**

### **COMPLIANCE**

The OAC team examined Golden State MCCF's security procedures and interviewed staff.

The review team examined the current mutual aid agreement in place for Golden State MCCF. A site-specific procedure, which outlines mutual aid as it relates to Golden State MCCF, NKSP, Kern Valley State Prison, SATF has been developed and details when local law enforcement will be contacted for assistance. This agreement is effective through March 31, 2011.

### **GENERAL OBSERVATIONS**

No Material Safety Data Sheet visual notification placards were displayed throughout the Facility.

**Review of Community Correctional Facilities**

**Golden State Modified Community Correctional Facility**

**GLOSSARY**

<b>ABE</b>	Adult Basic Education
<b>BOC</b>	California Board of Corrections
<b>CC</b>	Correctional Counselor
<b>CCF</b>	Community Correctional Facility
<b>CCFA</b>	Community Correctional Facility Administration
<b>CCR</b>	California Code of Regulations
<b>CDCR</b>	California Department of Corrections and Rehabilitation
<b>CDC 115</b>	Report of Rules Violation
<b>CDC 128-G</b>	Classification Chrono
<b>CDC 602</b>	Inmate Appeal Form
<b>DMS</b>	Daily Movement Sheet
<b>DOM</b>	Department Operations Manual
<b>ESL</b>	English as a Second Language
<b>FMH</b>	Financial Management Handbook
<b>IWTIP</b>	Inmate Work Training Incentive Program
<b>MCCF</b>	Modified Community Correctional Facility
<b>MSDS</b>	Material Safety Data Sheet
<b>NKSP</b>	North Kern State Prison
<b>PC</b>	California Penal Code
<b>OAC</b>	Program Compliance Unit
<b>PPM</b>	Policy and Procedures Manual
<b>RN</b>	Registered Nurse
<b>SATF</b>	California Substance Abuse Treatment Facility and State Prison
<b>WSP</b>	Wasco State Prison